



# UNITED STATES MARINE CORPS

MARINE AVIATION TRAINING SUPPORT GROUP

NAVAL AIR STATION

LEMOORE, CALIFORNIA 93246-5017

IN REPLY REFER TO:

GruO 1320.1B

ADMIN

28 Sep 93

## GROUP ORDER 1320.1B

From: Commanding Officer  
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) PERSONNEL  
SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11D

Encl: (1) Sponsorship Request Form Letter

1. Purpose. To publish instructions for the administration of the MATSG Personnel Sponsorship Program in accordance with the reference.

2. Cancellation. GruO 1320.1A.

### 3. Information

a. The MATSG Sponsorship Program establishes procedures whereby a sponsor will be assigned to assist Marines transferring to MATSG Lemoore. These procedures will provide a standard program that allows the commander the flexibility to accommodate the individual Marine as well as MATSG.

b. The MATSG Permanent Change of Station (PCS) sponsorship program also serves Marines transferring from MATSG on PCS orders, in that sponsorship program information will be provided to transferring Marines.

c. Although the need for sponsorship is most evident for married Marines in the lower enlisted grades, the MATSG program is helpful to Marines of all grades being transferred overseas.

### 3. Action

#### a. MATSG Administrative Chief

(1) Ensure that the Sponsorship Request Form, enclosure (1), accompanied with a brief explanation as to the benefits of participation in the program are provided at the time a Marine is informed of pending PCS orders.

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(2) Upon receipt of the completed Sponsorship Request Form, assign a sponsor, of the same grade and marital status if available, to assist the Marine and his family.

(3) Assist transferring Marines as required in completing the Sponsorship Request Form and forward it to the Marine's future command.

(4) Ensure the MATSG Sponsorship Program is adequately identified in the MATSG check-out sheet.


c. MATSG Marine Assigned to be a Sponsor

(1) Correspond in writing with the inbound Marine and clearly identify the requirements of the Marine and his family.

(2) Forward a welcome aboard package for NAS Lemoore to the Marine.

(3) Provide all assistance required to alleviate potential problems for the arriving Marine and his family.

(4) Advise the MATSG Administrative Chief, of all complications encountered.

  
R. L. LARD

DISTRIBUTION: A

SPONSORSHIP REQUEST FORM LETTER

From: Commanding Officer  
To:

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Encl: (1) Sponsorship Request Form

1. The Marine Corps Personnel Sponsorship Program has one purpose and that is to assist transferring Marines and their families. The command to which you are being transferred is ready to receive you and to help you overcome any difficulties you may encounter at your new location.
2. If you are transferring within the United States or on an unaccompanied overseas tour, participation in the Sponsorship Program is voluntary; however, you are encouraged to participate to take advantage of the assistance available to get your new tour off to a smooth start.
3. If you are being transferred to an overseas location on an accompanied tour, you will have a need for assistance from your new command to prepare for the relocation and to overcome any unanticipated problems upon arrival. Therefore, your participation is required.
4. If you intend to participate in the Sponsorship Program either on a voluntary or required basis, you are requested to complete the Sponsorship Request Form and return it to \_\_\_\_\_. The form will be forwarded to your new duty station and shortly after it is received, information concerning the station and surrounding civilian area, as well as the name and address of your sponsor, will be mailed to you. You are encouraged to communicate directly with your sponsor.
5. It is sincerely hoped that you and your family have a successful "reporting in" at your new duty station.

Commanding Officer

ENCLOSURE (1)



SPONSORSHIP REQUEST FORM

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Public Law 930579 (The Privacy Act of 1974), effective September 27, 1975 requires that you be advised of the following:

1. The AUTHORITY for soliciting the below-listed information is Title 5, U.S. Code 301.
  2. The PURPOSE for soliciting this information is to enable receiving commands to assist transferring Marines in preparing for a change of station.
  3. The routine USE of this information is solely to support the Marine Corps Personnel Sponsorship Program.
  4. The information solicited is VOLUNTARY; if you do not provide the information, you may not be adequately supported by the Marine Corps Personnel Sponsorship Program.
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1. \_\_\_\_\_  
(GRADE) (NAME) (SSN/MOS)

2. Current mailing address: \_\_\_\_\_

3. Estimated detachment date: \_\_\_\_\_

4. Leave address: \_\_\_\_\_

5. Estimated date of arrival at new duty station: \_\_\_\_\_

6. Marital status: \_\_\_\_\_ Sex and age of dependent children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Anticipated mode of travel: \_\_\_\_\_

8. I (do)(do not) desire Government Quarters. My family size will require (2, 3, or 4) bedrooms (Circle one). I (have)(have not) forwarded an Application for an Assignment to Military Family Housing, DD Form 1746.

9. Information requested:	Yes	No
Schools	_____	_____
Base Housing	_____	_____
Off-Base Housing	_____	_____

ENCLOSURE (1)



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Pet Regulations \_\_\_\_\_

Base Brochure \_\_\_\_\_

10. Other specific information/assistance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

ENCLOSURE (1)

